

2011 REDISTRICTING ADVISORY COMMITTEE BY-LAWS

(Pursuant to Board of Supervisors Policy A-74)

Article 1 - Purpose and Authority

Section A – The 2011 Redistricting Advisory Committee ("Committee") is formed pursuant to California Government Code § 21505, by action of the Board of Supervisors for the County of San Diego on January 25, 2011 (12) and its Resolution of the same date. The January 25, 2011 (12) Board Letter, Resolution, Redistricting Criteria and Proposed Timeline are incorporated by reference into these By-Laws as Appendix A.

Section B – The purpose of the Committee is to consider redistricting plans and recommend alternative redistricting plans to the Board of Supervisors, as more fully set forth in Appendix A.

Section C - The Committee is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.

Section D - The Committee is advisory only and is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

Article 2 - Membership and Term of Office

Section A - Membership is as set forth in Appendix A - Resolution §§ (a)-(e).

Section B - There shall be five members of the Committee, as set forth in Appendix A - Resolution § (a).

Section C - The term of office is as set forth in Appendix A - Resolution § (e).

Section D - Vacancies shall be filled as set forth Appendix A - Resolution § (d).

Article 3 – Duties and Responsibilities

The duties and responsibilities of the Committee include, but are not limited to adopting Rules of Procedure for the Committee consistent with these By-Laws; reviewing census data; receiving public input; considering legal authorities; holding public hearings; and submitting a report and up to three redistricting plans to the Board of Supervisors for its consideration. Additional duties and responsibilities of the Committee are more set forth in Appendix A - Resolution § (l). Rules and Procedures adopted by the Committee shall be incorporated by reference into these By-Laws and attached as Appendix B.

Article 4 - Officers

The process for selecting, and the duties of, the Committee Chairperson, a Vice-Chairperson and a Secretary, are as set forth in Appendix A - Resolution § (f) and Appendix B – Rules of Procedure.

Article 5 - Subcommittees

Section A - The advisory committee may select from its membership, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations on committee activities.

Section C - The purpose and scope of each subcommittee shall be outlined in writing.

Section D - Each subcommittee chairperson shall be responsible for the keeping of records of all actions and reports of the subcommittee, and shall submit these actions and reports to the advisory committee on a regular basis. A subcommittee chairperson shall not act as spokesperson for the Committee unless authorized to do so in writing by the Chairperson of the Committee.

Section E - A coordinating committee comprised of the chairpersons of the subcommittees may be formed to assemble information from each subcommittee for presentation to the advisory committee. The Chairperson or Vice-Chairperson shall act as the chairperson of the coordinating committee.

Article 6 – Conduct of Meetings

Section A - Robert's Rules of Order govern the operation of the Committee in all cases not covered by these By-Laws or Appendix B Rules of Procedure.

Section B – Each Committee member has one vote. No proxy, telephone or absentee voting is permitted.

Section C - All meetings of the advisory committee and any subcommittee(s) are open to the public to the extent required by the Ralph M. Brown Act.

Section D – A quorum is established as set forth in Appendix H – Resolution § (h). No vote of Committee shall be considered as reflecting an official position of the Committee unless passed by a majority of its quorum present at the specific meeting where the vote was taken.

Article 7 - Record of Committee Proceedings

Section A - The Clerk of the Board of Supervisors or assigned deputy shall keep a record and minutes of all Committee meetings in accordance with the Clerk of the Board's procedures and in coordination with assigned County staff. The Clerk of the Board or assigned deputy keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. The Clerk of the Board or assigned deputy shall ensure the posting of meeting notices in accordance with the Ralph M. Brown Act, and in coordination with assigned County staff, keep a record of such posting, and reproduce and distribute Committee notices and minutes.